



DCA CHECKLIST

ONGOING	Pray for the success of the parish campaign and blessings for all who make commitments.	Follow the calendar and checklist. Any deviations must be discussed with the diocese.	Become familiar with all DCA materials and resources.	Have a positive attitude and encourage others to be enthusiastic about the appeal.
By March 15	Set Goals!	Recruit enough volunteers to help with campaign preparation.	Save the Date for Deanery KickOffs See page 24 for date and location.	Track volunteer names in order to THANK them later.
Before DCA Deanery Kickoff	Make plans to attend the deanery kickoff as a committee and RSVP to the diocese. Be prepared to pick up all materials at the deanery kickoff.	Nominate speakers. Have your pastor send a personal invitation to your lay witness speakers.	Invite lay witnesses to the deanery meeting to hear lay witness talks by others.	Assist pastor in mailing letter on parish letterhead to all parishioners See page 26 for sample letter.
After DCA Deanery Kickoff	Review all materials from Deanery Meeting. Be sure you have plenty. Test run the DVD on the equipment you plan to use on Appeal Sunday.	Display English and Spanish posters and brochures prominently. Contact the Communications Office to order more.	If your bulletin is printed in advance, schedule bulletin announcements found on pages 31-34. Modify your parish website to include DCA information.	Recruit enough volunteers to assist at each Mass on Pre-Appeal, Appeal Sunday, Follow-Up Sunday. Mail pastor letters by April 5 to all parish households.
April 8	Tell parishioners to watch their mailboxes for a special letter from your pastor.	Have a good witness testimony of DCA dollars at work to share.	Be sure your parish website includes a printable commitment form.	Include a link to the DCA online giving portal at www.catholiclubock.org/DCA

DCA CHECKLIST Cont..

<p>Pre- Appeal Sunday April 15</p>	<p>With your pastor's approval, have lay witness talks at all Masses.</p>	<p>State the parish goal. Display it on the thermometer poster in a prominent location in your gathering space or parish hall.</p>	<p>Have a generous supply of DCA brochures available in the pews, as an insert in your bulletin for the week, or as handouts from ushers.</p>	<p>Use General Intercessions, Pulpit Announcements and Bulletin Announcements specific to Pre-Appeal Sunday. See page 31.</p>
<p>Appeal Sunday April 22</p>	<p>Announce before Mass that it is the DCA Commitment Weekend; Announce again the parish goal.</p>	<p>Distribute commitment forms as parishioners enter the church. Have volunteers available to distribute pencils and extra commitment forms.</p>	<p>Watch DCA Video!</p>	<p>See step-by-step directions on page 33.</p>
<p>Follow- Up Sunday April 29</p>	<p>Assist your pastor and be in attendance at every Mass during the weekend.</p>	<p>Use the General Intercessions, Pulpit Announcements and Bulletin Announcements specific to Follow-up Sunday.</p>	<p>Make sure enough commitment forms and brochures remain available.</p>	<p>Collect commitment forms in collection basket or place a box with a hole cut out on top for people to leave their commitments.</p>
<p>After Follow- Up Sunday</p>	<p>Mail completed DCA commitment forms/envelopes/checks no later than May 19 to:</p>	<p>Send thank-you notes/letters/cards from the pastor to those who made commitments.</p>	<p>Contact by phone and/or mail any household that did not return a commitment form.</p>	<p>Update your thermometer poster throughout the year as you receive updates from the Diocesan Finance Office.</p>



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